

DD/R-307-62

4 December 1962

DD/R  
STAFF MINUTES  
3 December 1962

Present: Scoville  
Giller

Miller

1. First Class vs. Economy Travel - This topic was brought up for further discussion and [ ] reported that a new Agency Regulation is being developed and issuance is expected fairly soon. It, therefore, seems reasonable and desirable that a DD/R Directive on this subject await the official Agency statement in order to insure consistency. It was agreed that we would avoid any firm statement of policy in the interim, and Dr. Scoville stressed that he wanted to make sure that this new Agency Regulation was formally coordinated at the draft stage with the DD/R. It was agreed that we will attempt to have established as approved policy that travel to and from the West Coast could at least be first-class on return flights at night. [ ] mentioned that one of the airlines to Florida now has three classes - first, business and economy. It was agreed we should use the middle one of these three price ranges pending further statement of policy.

2. Dr. Scoville inquired about the status of the Eastman Kodak contract. The precise status of which no one present knew, so Dr. Scoville emphasized that he wanted to see this contract signed within the next few days. OMA ACTION.

3. Mr. Miller raised the question of transmitting a copy of the Project [ ] report to the NSD, and it was agreed that such informational reports should be forwarded.

**Subject: Staff Minutes 2**

4. Mr. Miller was advised that the Comptroller wanted an operations plan by Wednesday morning, 5 December, and that he (Mr. Miller) should draft the paper. [redacted] did not feel this would be a very difficult task and will provide further advice and assistance to Mr. Miller.

25X1A

5. There was brief discussion concerning internal DD/R approval and processing procedures for research contracts. [redacted] are to provide a draft DD/R Directive on this subject as soon as possible.

25X1A

6. There was also brief discussion of the present status of space availability for the various DD/R elements which has improved some recently and final resolution adequate to our needs is expected by February. Accordingly, [redacted] stated that even though the space may not be located in accordance with our first or even second preference, there is some basis for encouragement, however, that we may very closely approximate our originally stated second preference for two main areas.

25X1A

7. The meeting was terminated after forty-five minutes because of another meeting scheduled for 11:00 a.m.

[redacted]  
Executive Assistant  
Deputy Director (Research)

25X1A

**Distribution:**

Orig - Dr. Scoville

1 - Giller

1 - [redacted]

1 - [redacted]

1 - Miller

1 - Ledford

1 - [redacted]

2 - DD/R Files

DDR: [redacted] (4 Dec 62)

25X1A

25X1A

25X1A